



CITY OF ATLANTA

Job Announcement

SECURITY GUARD (D)*

STARTING SALARY: \$24,049

Salary Grade: 7

Applications Accepted From: March 13, 2006 until vacancies are filled or until March 31, 2006

Minimum Job Requirements**

Applicants for this position must have high school diploma or GED and six months experience providing security service. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Licenses and Certificates**

Persons applying must have a valid driver's license at the time of application. A valid Georgia driver's license is required at the time of appointment. **Applicants for this position must pass a background investigation.**

Duties of the Job

This employee has the responsibility of providing general security for city owned buildings, lots, and facilities. Duties and responsibilities include patrolling assigned locations; monitoring special events; responding to the needs of the general public by giving information, directions, and mediating disputes; compiling reports; maintaining and updating records for proper documentation; checks for valid parking decals; issues parking citations when appropriate; and determines if towing is necessary; operates security cameras and other devices to monitor activities in and around designated areas; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*There is a salary differential for shift work.

**Verification will be required prior to appointment.

3/13/2006

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